

	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	Procedure for Academic Audit		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/ PRO / AA/01
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Objective:

The process of Internal Auditing intends to monitor as per and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified undergraduates and post graduates passing out from MITS

Responsibility:

- All the teaching and non-teaching staff members.
- Heads of the respective Departments
- Principal
- EOMS Coordinator

Frequency:

- Every Six months in an Academic year

Procedure:

Sl.	Activities	Responsibilities
1	Depute faculty members to maintain and consolidate the required files	All HODs
2	Depute faculty members to ensure academic accountability and safeguard functionalities of technical education.	All HODs
3	Prepare the list of files to be maintained as per principles of EOMS	Principal & All HODs
4	Presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of P/F courses , overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, Research and consultancy and class/course committees	All HODs and all faculty members
5	Mock preparation by Dept.	All the teaching and non-teaching staff members of the department
6	Conduct internal audit department wise.	Deputed internal auditor, Principal and HODs
7	Approval of audited reports.	Deputed internal auditor
8	Non-Conformances can be rectified (closed) & updated.	HODs and all faculty members